

## SECTION 1

# SPECIALTY SKILLS TRAINING REQUIREMENTS

---

The purpose of this document is to outline training responsibilities for the offeror and Air Force agencies. The majority of the training required for utility personnel will be hands-on job site training as outlined by the master task list in section two of this document. Students will be trained to the 'go' level. All students for job site training will have prior working knowledge of the tasks contained in section two.

### J43.1 Minimum Training Requirement

#### J43.1.1 Training Plan

The offeror shall submit a training plan as part. Each plan shall contain:

- A **description of all course instructional blocks**. *Each* task requirement (or combination thereof) listed in Section 2 shall be uniquely developed *into two specific course offerings*. One course instructional block shall meet the needs of Upgrade/Certification Training (UGT); the other shall meet the needs of Qualification/Refresher Training (QT). (See Paragraph J43.1.14 and J43.1.15 for details on both training criteria's)

**Note:** Each course instructional block shall be logically assembled using *all* tasks necessary to complete a specified training objective. Any qualifications (**prerequisites**) needed to attend a particular course as well as any required Personal Protective equipment (PPE) must be clearly identified by the offeror within the instructional block description. (See Exhibits A and B for a sample *Instructional Block Description* and *Course Instructional Block Listings*)

- **Lesson Plans and Performance Objectives** for all task requirements or logical grouping of tasks.

**Note:** Plans and objectives shall be reviewed and approved by the government user. (See Exhibit C) As a minimum, developed plans/objectives shall:

- Meet the training requirements identified in the applicable, Air Force Qualification Training Package (AFQTP).
  - Use discernable trade language.
  - Identify specific learning objectives.
  - Identify required tools and equipment (to include student personal protective equipment requirements) needed to perform the task.
  - Contain appropriate performance evaluation checklists to measure task performance. (See Paragraph J43.1.6.1)
- A **proposed one-year schedule** of course offerings necessary to meet government user training requirements. The proposed schedule shall clearly identify each course's target

audience (UGT or QT) as well as all proposed prerequisites. (See Exhibit D for a sample *Course Block Schedule*)

- A **list of certified instructors** capable of administering the intended training. (See Paragraph J43.1.5)
- A **list** (to include addresses and phone numbers) of **all fixed training locations and facilities**. If On-The-Job-Training (OJT) is necessary to conduct various courses, **the offeror shall identify the titles of those courses** in the training plan. A list of OJT sites **will not be necessary** for inclusion in the submitted training plan but *may be required by the government user at a later date for emergency contact purposes*.

***Exception:** the offeror shall list those fixed OJT locations such as water and/or wastewater treatment plants in the submitted training plan.*

### **J43.1.2 Training Criteria/Standards**

The offeror shall follow industry accepted instructional methods to train and educate students. As a minimum, offeror trainers shall:

- **Plan, conduct, and document training** by preparing and using Lesson Plans and Performance Objectives; giving trainees theory, background information, and hands-on education to enhance training performance.
- **Train students to the “go” level.** “Go” equates to trainees performing the task without assistance and meeting government user approved standards for accuracy, timeliness, and correct use of procedures.
- **Comply with Air Force Social Actions and Human Relation standards.** In general, the offeror shall provide a training environment that is free from unlawful discrimination, sexual harrasment, drugs, and alohocool abuse. It shall provide equal opportunity and treatment for all government trainees irrespective of color, national origin, race, ethnic group, religion, or gender.
- **Comply with all Occupational Safety and Health (OSHA) requirements.** In such cases where Air Force directives *exceed* specified OSHA requirements (IAW [\*Air Force Occupational and Environmental Safety Fire Protection, and Health Program requirements\*](#)), it shall be the **government user’s responsibility** to specify those directives in the RFP. The government user shall utilize applicable OSHA and supplemental AFOSH requirements as a baseline for conducting periodic training-site inspections. (See paragraph J43.1.13)

### **J43.1.3 Training Implementation Timeline**

Although ultimately affected by final contract approval timelines, every effort shall be made to begin course offerings no later than (NLT) 60 days following the completion of the transition period.

As alluded to throughout this document, AF training is a well-organized program that weighs key goals and objectives against specified timelines. In all but a few cases, completion of training results in the attainment (or maintenance) of a specific skill level. Individual possession of this skill level is mandatory to compete for, acquire, and hold a specific rank (pay grade) within the Air Force. Should training opportunities be postponed (past 60 days), skill level advancement would be jeopardized and individual promotion opportunities and retention impacted.

## **J43.1.4 Training Roles and Responsibilities (General)**

### **J43.1.4.1 Offeror**

- Administers training as requested by the government user.
- Provides all necessary resources (site locations, expendable materials, required equipment, etc) in which to conduct training. [See J43 1.12 for Personnel Protective Equipment (PPE) exclusion]
- Develops course schedules; provides required instructional blocks for both Certification/Upgrade Training and Qualification/Refresher Training.
- Develops course prerequisite requirements; instructs those not meeting prerequisite/skill requirements to return to their assigned units.
- Provides hands on job site training for all assigned government utilities personnel not to exceed the quantity to be trained on the master task list. (See section 2, Master Task List) All hands on job site training will be conducted on Altus AFB properties. Government employees will be trained to the 'go' level. The offeror utilities superintendent/foreman will provide weekly work schedules to the Altus AFB utilities superintendent/foremen with an info copy to the Unit Education and Training Manager (UETM). (See paragraph J4.3.1.9.1 for deviations to assigned schedule)
- Appoints primary and alternate points of contact (POC) to oversee program goals and objectives. Submits information on POCs (name, phone number, and methods of contact) to the government user's Unit Education and Training Manager (UETM).
- Works directly with the UETM to ensure course schedules are clearly identified, student requirements are effectively programmed, and prerequisites are met.
- Coordinates with the UETM when trainees are ready for task certification. (See Paragraph J43.1.8.2)
- Provides the UETM with feedback on student performance by completing [Air Force Form 803, Report of Task Evaluation](#) and submitting it to the UETM within 10 working days of course completion. Submits forms via mail or any other government user approved channel.

### **J43.1.4.2 Supervisor (Government User)**

- Conducts initial trainee assessments to identify individual training needs. (Certification/Upgrade Training *or* Qualification/Refresher)
- Works through UETMs to schedule assigned trainees for contract administered training.
- Ensures applicable trainee prerequisites are met prior to course attendance.
- Documents **training start dates** (as applicable per requirements identified in [AFI 36-2201, Developing, Managing, and Conducting Air Force Training](#)) in appropriate blocks of the STS.
- Ensures trainee task certifications are accomplished in a timely manner. Supervisors shall be notified by the UETM as to the times and dates of required task certifications.
- Documents appropriate training milestones (training starts, problems, training feedback, etc) on the [Air Form 623a, On-The-Job Training Record Continuation Sheet](#).

- Upon receipt of AF Form 803 from the UETM, documents Blocks 3B and 3D, *Training Complete/Training Initials*. Files AF 803 in the appropriate training records.

#### **J43.1.4.3 Certifier (Government User)**

- Meets all mandatory certifier requirements specified in AFI 36-2201.
- Provides student task certifications as scheduled through the UETM.
- Uses approved performance checklists to conduct on-site task certifications as requested by the UETM or offeror; documents individual results IAW AFI 36-2201, in the appropriate blocks of the STS. (See Paragraph J43.1.8.2)

#### **J43.1.4.4 Unit Education and Training Manager (Government User)**

- Ensures contract trainer qualification requirements are IAW paragraph J43.1.5; maintains a current list of authorized contract trainers.
- Works with appropriate supervisors to ensure contract course specifications and schedules meet existing training requirements; schedules periodic reviews.
- Acts as central point of contact for all scheduled training; advises offeror and/or supervisors of any deviations (cancellations, rescheduling, etc.) to course schedules.
- Works with the offeror to schedule student task certifications; coordinates/advises government user certifying officials of scheduled certification requirements. (See paragraph J43.1.8.2)
- Provides the offeror with a current list (name, duty phone, and military address) of approved government user certifying officials.

#### **J43.1.5 Trainer Qualification Requirements**

The offeror shall:

- Submit a list of instructors and their credentials to the government user for review and approval. The information shall include, as a minimum, years of work experience, instructional background, and credentials attained.
- Advise the government user of any changes to the instructor list (i.e. instructor additions/deletions). Does so within 10 working days; submits information via mail or any other government user approved channel.

#### **J43.1.6 Training Reference Material**

##### **J43.1.6.1 Use**

[Air Force Qualification Training Package \(AFQTP\) performance checklists](#) shall be used as a minimum to identify standardized training procedures. In the absence of an AFQTP, the contractor shall use best engineering and management practices to develop an appropriate lesson plan/performance objective. All lesson plans/performance objectives must be reviewed and approved by the government user.

### J43.1.6.2 Acquirement

The attached Master Task List (section 2), while viewed in its electronic format, contains numerous hyperlinks to appropriate AFQTPs and/or associated government user reference material. Offerors that do not have, or have limited Internet capability, may request training reference material acquisition support from the government user in the form of:

- Access to specified “.gov” Uniform Resource Locators (URL) addresses.
- Hard copies of reference material.
- A specified combination of both limited URL access *and* hard copy reference material.

AFQTPs and other reference material may be located at:

<http://www.afcesa.af.mil/Directorate/CEO/Training/Enlisted/enlisted.htm>.

### J43.1.7 Training Assessments

- **The trainee’s supervisor shall conduct assessments** to determine the qualifications of their assigned personnel. The supervisor will use the results of these assessments to identify training requirements and schedule students, via the UETM, for the appropriate blocks of instruction.
- **Assessments may also be conducted by the offeror** prior to the start of each instructional block. Such assessments, if conducted, shall be used to determine whether training prerequisites were met and the student possesses enough experience to safely complete the block of instruction. Students assessed by the offeror as not meeting prerequisite requirements may be refused training. In such cases, the offeror shall:
  - Instruct students to return to their unit of assignment.
  - Notify the UETM of training denial within one working day. The offeror shall also complete and submit an [Air Form 803, Report of Task Evaluation](#) to the UETM. In cases of training denials the offeror shall provide the student’s name, course denied, and reason for denial. This form shall be submitted to the government user (UETM) within 10 working days of training denial. Submits information via mail or any other government user approved channel.

### J43.1.8 Training Evaluations

Evaluations are used during and after training to determine if training was successful. They also let trainees know how well they are progressing. Structured training frequently uses a combination of **performance/written evaluations and task certifications** to measure whether trainees have met their training objectives.

#### J43.1.8.1 Performance/Written Evaluations

The Offeror shall use performance evaluations to measure the effectiveness of course material. A performance evaluation is a formal “observed” appraisal of a student’s hands-on performance as it applies to meeting a predetermined standard. The offeror may develop and administer written evaluations to measure appropriate levels of task knowledge. Such evaluations will likely be used during classroom settings to ensure task knowledge objectives have been attained.

### J43.1.8.2 Task Certifications

An Air Force task certification is a *formal endorsement* (observed and documented in a student's training record) of an individual's ability to perform a task to a required standard. Although the offeror shall be required to conduct performance evaluations to measure student performance (see Paragraph J43.1.8.1), **the overall responsibility for conducting any/all task certifications shall remain with the government user** (see Paragraph J43.1.4.3). Unless otherwise stipulated by the government user, all task certifications shall be conducted on the training site. **The offeror shall contact the UETM to advise of student task certification times and locations.** The UETM shall be responsible for ensuring government user certifiers are present to accomplish the required certification(s) as arranged by the offeror.

### J43.1.9 Training Adjustments

#### J43.1.9.1 Course Schedule Changes/ Individual Cancellations

Unforeseen changes in business company demands, daily workload requirements, and inclement weather often result in course changes and cancellations. In cases where the company's demands and/or *non-emergency workload* adjustments require the offeror to request course schedule changes, the offeror shall notify the UETM **NLT 10 working days prior the course's original start date**. In cases of an **emergency workload increase**, the offeror shall notify the UETM **as soon as possible but preferably NLT 48 hours prior to course start time**. Inclement weather is considered unavoidable and courses may be cancelled/rescheduled by the offeror as deemed appropriate.

**The government user** has an obligation to inform the offeror of any student cancellations. Student cancellations of a **non-emergency nature** (i.e. scheduled leaves, noted TDYs, etc.) shall be done no later than five working days prior to the course start date/time. Government user student cancellations of an **emergency nature** (unscheduled military requirement, sickness, etc) shall be done as soon as possible. In both circumstance, the UETM shall be the point of contact for all calls to the offeror.

#### J43.1.9.2 Course Curriculum Changes

In cases where course curriculum adjustments are required, the contracting officer shall submit to the offeror a comprehensive list of those changes. The offeror, after reviewing the list, shall present to the contracting officer a proposal for providing the requested changes. Following coordination and approval of the modification, the offeror shall implement changes to the affected course curriculum in time for the next course offering.

#### J43.1.10 Training Categories

As stated throughout this attachment, it is imperative that all government user training be planned, developed, implemented, and managed using a structured approach. Although many training avenues exist to deliver such training, the two most commonly employed mediums are Formal Training and On-the-Job Training (OJT). In an effort to maintain continuity with existing Air Force training methods, **the offeror may develop and use a combination of formal training and OJT.**

### **J43.1.10.1 Formal Training**

Formal training is absolutely critical to Air Force readiness and can be described as a process of teaching students specific skills under defined conditions in pursuit of a task certification. More specifically, formal training is defined simply as training conducted in either a classroom and/or on a dedicated training site. The offeror shall make every attempt to provide formal training when and wherever possible.

### **J43.1.10.2 On-The-Job (OJT)**

OJT can best be described as jobsite conducted, hands-on, over the shoulder training designed to certify trainees on specific tasks. Although not quite as regimented as formal training, OJT still remains a structured event and must be administered by means of a logical and systematic process. Offerors who chose to use OJT as a training medium **shall use a structured approach (i.e., lesson plans/performance objectives) as a way to deliver necessary task knowledge**. The offeror shall deliver this task knowledge to the student prior to any scheduled OJT session. Unless otherwise stipulated by the government user, all task certifications shall be conducted on the OJT training site upon completion of each OJT session. (See Paragraph J43.1.8.2 for additional details)

### **J43.1.11 Transportation Requirements**

The Offeror shall be responsible for student transportation requirements while on the training site.

The government user shall be responsible for providing student transportation to and from contract training sites. The government user shall refer to the Joint Federal Travel Regulation (JFTR) for guidance in cases where travel exceeds acceptable driving distances.

### **J43.1.12 Training Resources**

**The government user shall provide all Personal Protective Equipment necessary to meet training objectives.** Accordingly, It will be the student's responsibility to bring all PPE identified in the *Instructional Block Description* (see paragraph J43.1.1 and Exhibit A) to the scheduled training. It is the government user's responsibility to ensure all PPE conforms to OSHA standards. **The offeror shall be responsible for all other resources needed to conduct scheduled training.**

### **J43.1.13 Air Force Occupation Safety & Health (AFOSH) Evaluations & Inspections**

Offerors are responsible for compliance with OSHA and any supplemental AFOSH standards specified by the government user. The Air Force's interest is to protect its personnel training under the Utility Privatization Offeror. Accordingly, the Air Force must ensure a safe and healthy training environment for its personnel.

- To ensure appropriate training environments are maintained, government safety, fire protection, and bioenvironmental engineers may enter an offeror's training site to assess the training conditions of its Air Force personnel. Such visits shall be coordinated through the administrative contracting officer.
- Air Force safety, fire protection, and bioenvironmental engineers do not have the authority to direct contract training activities unless a condition exists that presents



imminent danger to Air Force personnel. Inspection results will be forwarded to the contracting officer and offeror for review and action as needed.

#### **J43.1.14 Upgrade/Certification Training (UGT)**

Upgrade/Certification training is “extensive” *mandatory* skill training that leads a student to a higher level of proficiency and ensures that they can perform their wartime tasking during wartime/contingency operations. Students in this category acquire an Air Force 5- or 7- skill level (Journeyman or Craftsman title) after completing training requirements specified in the Career Field Education and Training Plan (CFETP). Per Air Force directive, individuals in this category *must* complete all upgrade training requirements within a specified period of time (typically 12 – 18 months).

#### **J43.1.15 Qualification/Refresher Training (QT)**

Qualification/Refresher training is not as extensive as UGT training but is absolutely critical to the maintenance and retention of a student’s task knowledge and proficiency; essential requirements for the performance of their job during wartime/contingency operations. Degradation of these skills can seriously effect wartime/contingency operations, may result in the loss of a student’s Air Force skill level (Craftsman Journeyman title), and can have a negative impact on an Air Force’s unit Type Code (UTC) rating. The majority of students in this category already possess skills that can be applied to the courses being taken.

#### **J43.1.16 Guest Instructors**

There may be occasions when, through prior coordination and approval, the offeror allows a representative of the government user to act as a “guest instructor”. In such cases, the guest instructor must first present any verifying work and instruction experience credentials on the selected topic for the offeror to review. Due to its potential impact on contract deliverables, all guest instructor requests shall first be coordinated with the government user’s contracting officer.

#### **J43.1.17 Classroom Protocols / Student Discipline**

The ultimate responsibility for classroom discipline lies with the course instructor. Students shall adhere to any instruction (given by the instructor or designated representative orally or in writing) that is not illegal, immoral, or unsafe. Rules and consequences shall be clearly stated by the offeror within the *Instructional Block Description* (see Exhibit A) and reinforced during the opening of each class. To assist with classroom protocols and student discipline, **the ranking military member shall be responsible** for the class and be prepared to assist the instructor as necessary. In cases where issues of military protocol apply, the ranking military member may act on the inappropriate conduct of the student(s). Any grievances relating to classroom protocols/student discipline shall first be handled through the course instructor. Unresolved issues shall be addressed through the government user UETM.



## **J43.1.18 Glossary of References, Abbreviations, and Acronyms**

### **J43.1.18.1 References**

- [- AFI 36-2201, Developing, Managing, and Conducting Air Force Training\)](#)
- [- AF Form 803, Report of Task Evaluation](#)
- [- AF Form 623a, On-The-Job Training Record Continuation Sheet](#)
- [- AFPD 36-27, AF Occupation & Environmental Safety Fire Protection, & Health Program](#)

### **J43.1.18.2 Abbreviations and Acronyms**

AFI – Air Force Instruction  
AFQTP – Air Force Qualification and Training Packages  
AF(J)R – Air Force (Joint) Regulation  
AFJMAN – Air Force Joint Manual  
AFOSH – Air Force Occupational Safety and Health Standard  
AWWA – American Water Works Association  
CFETP – Career Field Education and Training Plans  
IAW – In Accordance With  
L&C HB – Lineman’s and Cableman’s Handbook  
Mfg Manual/Instr – Manufacturer’s Manuals and Instructions  
PPE – Personal Protective Equipment  
QT – Qualification / Refresher Training  
STS – Specialized Training Standard  
TDY – Temporary Duty  
UETM – Unit Education and Training Manager  
UGT – Upgrade / Certification Training  
UTC – Unit Type Code  
UP – Utility Privatization  
UPC – Uniform Plumbing Code  
URL – (Internet listings)

### **J43.1.19 Terms**

**Career Field Education and Training Plan (CFETP)** – A comprehensive core training document that identifies:

- Life-cycle education and training requirements.
- Training support resources.
- Minimum core task requirements for a specialty

The CFETP aims to give personnel a clear career path and instills a sense of industry in career field training.

**Certification** – A formal endorsement (observed and documented in a student’s training record) of an individual’s ability to perform a task to a required standard.

**Certifying Official** – A person whom the commander assigns to determine an individual’s ability to perform a task to required standards.

**Go/No Go** – The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

**On-the-Job Training (OJT)** – Hands-on, “over-the-shoulder” training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

**Qualification/Refresher Training (QT)** – Hands-on performance training designed to qualify a student on a specific task. This training typically occurs *after* upgrade training and is focused primarily on maintaining up-to-date qualifications and skills.

**Specialty Training Standard (STS)** – An Air Force publication that describes skills and knowledge that an airman in a particular career needs on the job. It further serves as an official “contract” between the Air Force education and training process and the actual student to illustrate the overall training requirements for an Air Force career field that formal Air Force schools are required to teach.

**Trainer** – A trained and certified person who teaches personnel to perform specific tasks through OJT methods.

**Upgrade/Certification Training (UGT)** – Training that leads a student to the award of a higher skill level. Tasks completed during UGT typically culminate with a formal certification (visual / documented) of the accomplished task.

# MASTER TASK LIST

## **OFFEROR NOTES:**

1. This table identifies tasks potentially affected by Utility Privatization (UP). This document corresponds to the AFSCs 3E0X1 and 3E4X1.
2. It is not the government user's intent that an individual course be developed for *each* listed task. Conversely, it is strongly suggested that the offeror logically group *similar-type tasks* into a series of course instructional blocks.
3. A variety of references may be used to develop course instructional block curriculum (to include identified Air Force standards and reference material). Regardless of the choice, any curriculum developed shall reflect only those approved standards/techniques used throughout the electrical or plumbing industries. Questions relating to the description of a particular task requirement (to include queries on proposed training standards, methods, and instructional block composition) shall be forwarded to the contracting officer for consultation and clarification.

## **ELECTRICAL SYSTEMS**

### **Reference AFSC 3E0X1, Electrical Systems Career Field Education and Training Plan**

<b>Task #</b>	<b>Task Title</b>	<b>Standards/ References</b>	<b>Qty to Train</b>	<b>Student Req'd Freq.</b>	<b>QT Train Hours</b>	<b>UGT Train Hours</b>
11.5.1	Conduct Safety Inspections on Hot Line Tools					
11.5.2	Conduct Safety Inspections on Rubber Protective Equipment					
17.1.1	Climb Poles Using Gaffs					
17.1.2	Working on Pole Components using Gaffs					
17.1.3	Traversing Obstacles Using Gaffs					

# MASTER TASK LIST

17.2.4	Set Utility Poles					
17.3.2	Install Overhead Line Conductors					
17.3.4.1	Install Conductor Supporting Devices					
17.3.4.2	Install Transformers					
17.3.4.3	Install Protective Devices					
17.3.7	Install Grounding Set					
17.3.8.1	Install Service Drops					
17.4	Inspect Poles and Installed Equipment					
17.14	Perform Transformer Connections					
18.1.1	Install Direct Burial Cable					
18.1.4.1	Install Transformers on Pads					
18.1.5	Install Grounding Set on Transformers					
18.2.1	Splice High Voltage Underground Cable Using Tape					
18.3	Terminate High Voltage Underground Cable					
18.5	Perform High Potential DC Tests on Underground Cable					
18.6	Troubleshoot Underground Cable for Faults					
18.7	Trace Underground Cables with Cable Test Set					

# MASTER TASK LIST

18.9	<b>Fabricate Load Break Elbow</b>					
24.6	<b>Operator Maintenance on Aerial High-Lift Truck</b>					
24.8	<b>Operate Aerial Lift Truck</b>					
24.9	<b>Operate Line Maintenance Truck</b>					
25.1.1	<b>Maintain and Inspect Hot Line Tools</b>					
25.1.2	<b>Maintain and Inspect Rubber Personal Protective Equipment</b>					
25.1.10	<b>Maintain and Inspect Climbing Equipment</b>					
25.5.14	<b>Use High Voltage Phase Tester</b>					
25.7	<b>Perform Operator's Maintenance on Line Maintenance Trucks</b>					
25.9	<b>Operate Line Maintenance Truck Controls</b>					
25.10	<b>Use Hand Signals to Direct Line Maintenance Truck Operation</b>					